
Extended Schools Partnership Agreement

1. From September 2016 Extended School costs will be :-

Breakfast Club	50p per child per session.
After School Club	£5.00 per child per session.
Wrap Around Care	£15.00 per child per session.
2. In order to ensure correct staffing levels and reduce the negative impact that outstanding debts are having on the future of this service **all sessions will be booked and paid for in advance.**
3. If payment in full is not made, future pre booked sessions will be cancelled without notice until the debt is cleared.
4. Any further correspondence regarding outstanding monies will incur an administration charge.
5. 48 hours notice is required in order to cancel any pre booked sessions without charge. Without 48 hours notice any missed sessions through illness, late cancellation or other absence will be charged in order to cover staffing costs.
6. If your child is absent from school please ensure that the After School Club team are informed of your child's absence and expected return date.
7. After School Club closes at 5.30pm. Picking up your child after this time may incur a late payment charge. This will be determined by the frequency and duration of time staff are inconvenienced.
8. If any child has not been collected by 6pm the schools safeguarding procedures will be put into effect and may result in the involvement of Social Services.
9. This annual agreement will be renewed at the beginning of each academic year.
10. If you require Extended School Services please sign the agreement below and return to school as soon as possible. No bookings will be accepted if this agreement has not been completed.
11. Breakfast Club will continue to run as normal and payment should be made each morning.

Thank you for your cooperation
Extended School Club Staff

Child/Children's name: _____ **Date:** _____

I have read and agree to the terms set out above

Parent's signature: _____

Signature on behalf of ASC _____